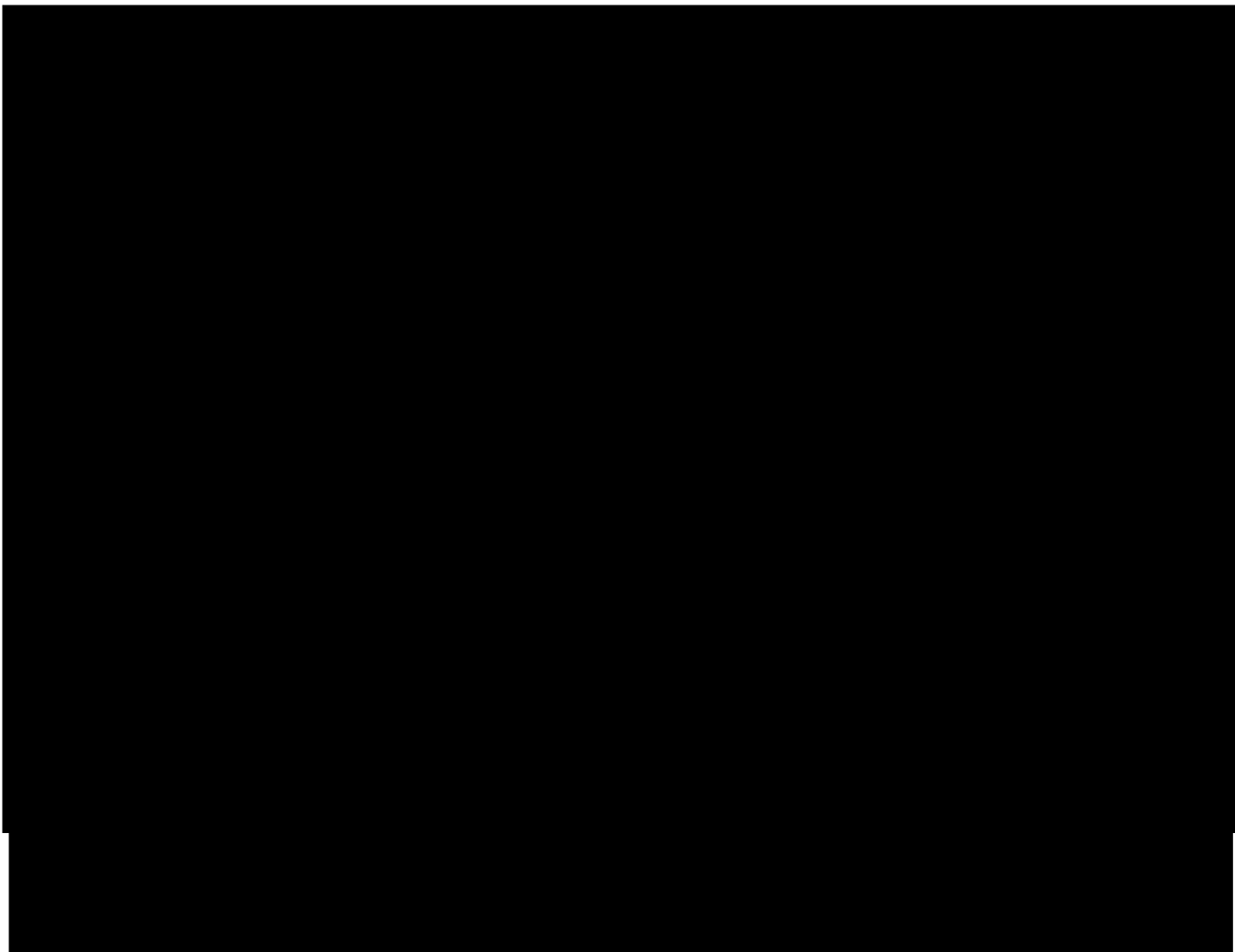


4 November 1954

TO: Chief of Logistics  
FROM: Acting Chief, Transportation Division  
SUBJECT: Weekly Activity Report

25X1C15a

1. GENERAL



From [redacted]: 6 cases, weighing 397 pounds  
office supplies.

25X1A6a

25X1A6a

25X1A6a

From [redacted]: 2 cases containing Class A  
detonators, weighing 77 pounds.

**CONFIDENTIAL**

25X1C10b

25X1A6a

[REDACTED]  
[REDACTED]: 65 cases small arms ammunition, weighing 4,001 pounds.

The shipment of the small arms ammunition and office supplies was based on requests initiated by the Supply Division. Shipment of all other items was based on shipment requests from TBS and OTR.

d. Baltimore Delivery and Pickup (New Item - Completed)

On 28 October 1954, upon request of the Supply Division, an Agency truck was dispatched to Baltimore to deliver a bending machine for repairs. This trip was coordinated by the Transportation Division with the pickup in Baltimore of a sewing machine and power sweeper for delivery at the Washington Depot.

25X1C4a

*too much detailed reporting?  
day to day reporting activities  
- should report only the more important happenings*

## 2. PROJECTS AND STUDIES IN PROCESS

### a. Delineation of Functions Pertaining to Motor Vehicles (Continued Item)

A meeting between representatives of the Transportation Division and Supply Division was held and a tentative agreement was reached as to the delineation of functions pertaining to motor vehicles. A proposed Logistics Instruction on this subject is being prepared.

25X1A

th  
be

*now being  
carried to an  
intermediate  
for formal  
signature.*

In view of the priority placed upon these regulations, the DD/A and the DD/P agreed that informal collaboration should be dispensed with. These regulations were forwarded to the Regulations Control Staff for formal coordination on 28 October 1954.

### e. Study of the Feasibility of Commercial Operation of the Agency Shuttle Bus Service (Continued Item)

The Security Office has indicated that commercial operation of the Agency shuttle bus service is not considered feasible at this time from a security standpoint. It was indicated, however, that the security objections were not necessarily insurmountable provided such operation would result in substantial savings to the Agency or greatly aid operations. In view of this, and as a cursory study of costs involved indicates that commercial operation would not result in any savings to the Agency, no further action will be taken on this study. *On what basis then did DOD change to commercial service?*

### f. Requests for Vehicle Actions (New Item - Completed)

Five requests for covert vehicle actions were processed during this reporting period.

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SECRET

### 3. OTHER ITEMS OF INTEREST

#### a. Commendation of Chauffeur (New Item - Completed)

25X1A9a

A commendation has been received from the Executive, Office of Collection and Dissemination, for services performed by Mr. [REDACTED], a chauffeur assigned to the Highway Branch of this Division.

#### b. Orientation of Personnel (New Item - Completed)

25X1A9a

On Thursday, 28 October 1954, Mr. [REDACTED], who was recently assigned to the Logistics Office as a Budget Assistant, was given a briefing on the mission, functions and organization of the Transportation Division.

#### c. [REDACTED] Shipment (New Item - Completed)

25X1A6a

At the request of the Records Management Staff and in line with current transportation procedures, 29 cases of printed forms were delivered via Agency truck to [REDACTED] on 26 October 1954.

#### d. Air Shipments (New Item - Completed)

Twenty-two air shipments to overseas destinations were made at the request of the operating divisions in order to meet urgent operational require-

### 4. SPECIAL PROBLEMS

None.

### 5. MAJOR OBJECTIVES

a. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations.

PERCENTAGE COMPLETED: 15%

b. Re-edit and reproduce the Cargo Branch film as a presentation of the basic activities of the Cargo Branch to be utilized at future sessions of the Logistics Support Course and similar courses, as well as for indoctrination of logistics personnel of various Agency components.

PERCENTAGE COMPLETED: 70%

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SECRET

**S E C R E T**

c. Development of contracts with three packing and storage companies in the Washington, D. C., area for the purpose of utilizing their facilities and services in processing and storing baggage, personal effects, household effects, and privately owned automobiles of Agency employees who are transferred from the United States to a field station in an overseas area or are returning from overseas.

**PERCENTAGE COMPLETED: 40%**

d. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to insure their movement in a manner that is consistent with security, economy and efficiency.

**PERCENTAGE COMPLETED: 38%**

e. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

**PERCENTAGE COMPLETED: 30%**

f. Development of a records management program to record and reflect vehicular maintenance and operation costs.

**PERCENTAGE COMPLETED: 10%**

g. Establishment of a central control activity to maintain current records and review all actions pertaining to Agency motor vehicles, both domestic and field, including allocation, operation, use, maintenance, redistribution, procurement, and disposal.

**PERCENTAGE COMPLETED:** This item has been deleted as a major objective since the subject matter is included in the study on delineation of functions pertaining to motor vehicles.

h. Preparation of plans for the complete rehabilitation of office space at Que Building Motor Pool for use as a dispatcher's office and chauffeurs' waiting room, to correct a condition which is wholly inadequate and detrimental to economical and efficient operations.

**PERCENTAGE COMPLETED: 25%**

i. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

**PERCENTAGE COMPLETED: 20%**

LO/TD/DEB:le

5X1A9a